

STATEWIDE INFORMATION & REFERRAL PROGRAM STANDARD DUE DATES

AUDIT REPORTS

Three copies are due to Council of Community Services 30 days after receipt of the report by the institution or agency.

QUARTERLY REPORTS

Subcontractors will submit quarterly reports to the Council of Community Services 20 days following the end of the last month in each quarter. The Council of Community Services submits the quarterly reports to the Virginia Department of Social Services 30 days following the end of the last month in each quarter.

INVOICES

Subcontractors will submit monthly invoices to the Council of Community Services by the 10th working day of the following month. The Council of Community Services submits invoices to the Virginia Department of Social Services by the 20th of the following month.